



**JUNE 21, 2022, CITY COUNCIL
SPECIAL MEETING
ADOPTION OF THE FY2022-2023 BUDGET**

The City Council of the City of Clinton, North Carolina, met in a special meeting at 6:00 PM on June 21, 2022, in the City Hall Auditorium. Present were Mayor Lew Starling, Councilmembers Strickland, Ruggles, DuBose, Corbett, and Mayor Pro Tem Becton.

Also present in the City Hall Auditorium were Finance Director Kristin Stafford; City Clerk Elaine F. Hunt; HR Director Shelvia Ashford; Public Works Director Chris Medlin; Public Works Engineer Russell Byrd; Planning Director Mary Rose; Police Chief Anthony Davis; Fire Chief Stephen Lovette; Parks and Recreation Director Jonathan Allen; and Assistant Police Chief Adrian Mathews.

Interim City Manager Scott Elliott and City Attorney Tim Howard were absent.

Chris Berendt, of The Sampson Independent, and Sylvia Chestnutt, of The Sampson Weekly, were absent.

Mayor Starling called the special city council meeting continued from June 7, 2022, to order.

Mayor Starling asked Mayor Pro Tem Becton to give the invocation.

OLD BUSINESS

At the June 21, 2022, City Council meeting, Mayor Starling stated that this item, "Parks and Recreation Director Allen's update on the multipurpose field lighting at Royal Lane Park," will be continued until the July 5, 2022, City Council meeting.

BUDGET—ORDINANCE

Mayor Starling introduced this item, “Consideration of the FY2022-2023 Budget and adoption of the budget ordinance, including the fee schedule.” He stated that there were no changes to the proposed budget since the June 7, 2022, City Council meeting. Furthermore, he stated that all statutory requirements were met.

Upon a motion made by Councilmember Strickland, seconded by Mayor Pro Tem Becton, the following ordinance #2022.06.06 was unanimously adopted:

FISCAL YEAR 2022-2023 BUDGET ORDINANCE

City of Clinton, NC

#2022.06.06

Be It Ordained by the City Council of the City of Clinton, NC, that the following anticipated fund revenues and expenditures, fees and charges schedules, with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the city government and its activities for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023:

Section 1. General Fund

Anticipated Revenues:

Prior Year Taxes	\$40,000
Current Year Taxes	\$3,109,000
Fire Tax Collections	\$574,400
Vehicle Taxes	\$290,000
Rental Vehicle Tax	\$10,000
City School Police Officer	\$150,200
HUD Officers	\$48,500
Insurance Revenue	\$10,000
Payment In Lieu Of Taxes	\$5,000
Collection Fee	(\$78,000)
Lot Cleaning	\$12,000
Lot cleaning interest	\$1,000
Tax Penalties & Interest	\$12,900
Auto License	\$160,000
Privilege License	\$700
Utility Tax Video Program	\$31,000
Interest Earned	\$5,000
Miscellaneous Revenue	\$25,000
Rent- Fontana St.	\$48,000
Rent-Cell tower	\$40,000
Sale of Property	\$8,000

Utility Tax Electric	\$790,100
Utility Tax Piped Gas	\$33,700
Utility Tax Telecomm	\$51,600
Beer & Wine	\$33,600
Powell Bill	\$265,000
Local Gov't 1% Sales Tax(39)	\$820,600
Local Gov't 1/2% Sales Tax(40)	\$642,700
Local Gov't 1/2% Sales Tax(42)	\$409,200
Local Gov't 1/2% Sales Tax(44)	\$963,700
ABC Revenues	\$225,000
ABC Revenue-Police	\$11,000
Court Fees	\$2,500
Parking Violations	\$500
Sampson Co Contribution	\$6,900
State Bldg. Fire Protection	\$5,000
False Alarm	\$3,000
Rescue Tech. Revenue/County	\$12,000
Fire Dept. Accident Response	\$3,000
Fire Inspection Fees	\$12,000
Sign/Zoning Permits	\$6,000
Cemetery Markers	\$4,000
Tipping Fee For Dumpsters	\$810,000
Cardboard Container Fees	\$33,000
Payload Revenue	\$9,000
Garbage Collection	\$580,000
Solid Waste Disposal Tax	\$6,500
Recreation Donations	\$5,000
Rental Fees	\$4,000
Recreation Misc.	\$3,000
Pool Admissions	\$8,000
Sponsorship Fees	\$3,000
Sports Registration Fees	\$10,000
Refund on Sales tax	\$20,000
Sale of Recyclables	\$45,000
Transfer from Cemetery Fund	\$50,000
Fund Balance	\$275,000
Total General Fund Revenues	\$10,665,300

Anticipated Expenditures:

Governing Body	\$103,400
Administration	\$189,300
Finance	\$159,100
HR	\$159,300
Planning & Zoning	\$367,800
Police	\$2,848,900
Fire	\$2,016,100
Street	\$1,491,100
Garage	\$244,100
Sanitation	\$1,278,800
Recreation	\$1,013,600
Grounds Maintenance	\$349,600
Non-Departmental	\$444,200
Total Expenditures	\$10,665,300

Section 2. Water and Sewer Fund

Anticipated Revenues:

Insurance	\$5,000
Interest Earned	\$1,000
Miscellaneous Revenue	\$20,000
Return Check Charge	\$1,500
Bulk Water/County	\$225,000
Sewer Surcharge	\$570,000
Water & Sewer Charges	\$4,813,800
Water & Sewer Tap Fees	\$30,000
Fireline Fees	\$50,000
Service Fees	\$35,000
Sale of Surplus Property	\$3,000
Fund Balance Appropriated	\$150,000
Total Water & Sewer Fund Revenues	\$5,904,300

Anticipated Expenditures:

Non-Departmental	\$647,100
Utility Line Maintenance	\$1,340,400
Wastewater Treatment	\$2,301,300
Water Production	\$1,003,600
Utilities Administration	\$611,900
Total Expenditures	\$5,904,300

Section 3. Community Development

Anticipated Revenues:

From General Fund	\$16,000
Total CD Revenues	\$16,000

Anticipated Expenditures:

Professional Service	\$16,000
Total Expenditures	\$16,000

Section 4. Cemetery

Anticipated Revenues:

Sale of Lots	\$49,000
Interest Earned	\$1,000
Total Cemetery Revenues	\$50,000

Anticipated Expenditures:

Transfer to General Fund	\$50,000
Total Expenditures	\$50,000

Section 5. Downtown Special Tax District

Anticipated Revenues:

Current Taxes	\$58,200
Prior Year Taxes	\$2,000
Penalty & Interest	\$200
Vehicle Taxes	\$900
Collection Fees	(\$1,100)
Craft Fair Fees	\$8,500
Leased Parking	\$700
Interest Earned	\$100
Fund Balance	\$500
Total Downtown Revenues	\$70,000

Anticipated Expenditures:

Professional Services	\$500
Travel & Education	\$1,500
Utilities	\$10,000
Craft Fair	\$8,500
Advertising	\$10,000
Supplies & Materials	\$500
Dues & Subscriptions	\$1,000
Miscellaneous	\$1,000
Downtown Facade Grant Program	\$12,000
Downtown Incentive Program	\$1,200
Fundraising Expenditures	\$500
Projects	\$13,900
Contingency	\$1,400
Special Events	\$8,000
Total Expenditures	\$70,000

Section 6. Fire Department Special Fund

Anticipated Revenues:

Miscellaneous	\$500
Total Fire Special Revenues	\$500

Anticipated Expenditures:

Miscellaneous	\$500
Total Expenditures	\$500

Section 7. Fee Schedule

There is hereby established for Fiscal Year 2022-2023 various fees, charges, rates, as contained in Clinton Fee Schedule.

Section 8. City Wide Tax Rate Established.

There is hereby levied, for Fiscal Year 2022-2023, an Ad Valorem tax rate of forty cents (\$.40) per one hundred dollars (\$100) assessed valuation of property listed as of January 1, 2022, for the purpose of raising the revenue included in the current Ad Valorem taxes as set forth in Section 1 of this Ordinance, and in order to finance the foregoing applicable appropriations. This property tax is the same rate as compared to the current FY2021-2022. This rate will provide approximately \$3,383,900 in property tax revenues based on an expected collection rate of 98.5%. The Ad Valorem tax base is estimated to be \$874,000,000. The Ad Valorem Tax is the tax paid on real property and personal property, including property of public service companies allocated by the Ad Valorem Tax Division of the State Department of Revenue.

Section 9. Special Downtown Tax District Rate Established.

There is hereby levied, for Fiscal Year 2022-2023, a tax at the rate of eighteen cents (\$.18) per one hundred dollars (\$100.00) assessed valuation of property listed for taxes as of January 1, 2022, located within the Special Downtown Tax District for the

raising of revenue for said Special District. This special tax rate is the same rate as the current FY2021-2022.

Section 10. The adoption of this budget ordinance reaffirms all other taxes, penalties, licenses, fines, fees, charges, and rates heretofore adopted and not repealed as of this date.

Section 11. Special Authorization.

1. The budget officer shall be authorized to reallocate department appropriations among the various objects of expenditure as s/he believes necessary without recourse to the Board.
2. The budget officer shall be authorized to reallocate fund specific appropriations among various departments of expenditure as s/he believes necessary without recourse to the Board up to \$5,000.
3. The budget officer shall be authorized to hire personnel in positions authorized by the Board and set the compensation in accordance with the Pay Classification Plan.
4. The budget officer may award merit increases to deserving employees as s/he deems appropriate after consultation with appropriate supervisors subject to the limitations set forth in the personnel policy of the city and appropriations. No merit increase will be given to sworn police department employees for FY22-23 due to the salary adjustments that become effective July 1, 2022.

Section 12. Utilization of Budget Ordinance.

1. This ordinance shall be the basis of the financial plan for the Clinton municipal government during the FY2022-2023. The budget officer shall administer the budget and s/he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.
2. The finance department shall establish and maintain all records, which are in consonance with this budget ordinance, and the appropriate Statutes of the State of North Carolina.

Section 13. Copies of this budget ordinance shall be furnished to the Clerk to the City Council, and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

City of Clinton Fee & Rates Schedule
Fiscal Year 2022-2023

All fees are subject to change by City Council
 Changes from prior year indicated in blue

Utilities, Garbage & Recycling

Water & Wastewater Rates*

Water	Inside City Limits	Outside City Limits
Base Rate (0-300 cu. ft.)	\$14.53	\$29.06
Consumption Rate	\$2.23 per 100 cu. ft.	\$4.46 per 100 cu. ft.
Wastewater		
Base Rate	\$15.15	\$30.30
Consumption Rate	\$2.16 per 100 cu. ft.	\$4.32 per 100 cu. ft.
Flat Rate Sewer	\$25.12	\$50.24

**Water and wastewater use is metered in cubic feet: 1 cubic foot = 7.48 gallons.
 A customer utility deposit of \$125 is required on all rental accounts. A 10% late fee will be applied to bills paid after due date (12th) and a \$30 penalty will be applied to all accounts as a result of non-payment (22nd). A \$25 fee will be assessed on all returned checks.*

Fireline Rates (Monthly Fee)

Size	Inside City Limits	Outside City Limits
2" Fireline	\$11.90	\$23.80
4" Fireline	\$35.70	\$71.40
6" Fireline	\$60.00	\$120.00
8" Fireline	\$77.35	\$154.70
10" Fireline	\$109.15	\$218.30
12" Fireline	\$151.75	\$303.50

Tap Fees (per Connection)[†]

Size	Inside City Limits	Outside City Limits
¾" Tap & Set	\$795	\$1,590
¾" Meter Set	\$133	\$266
1" Tap & Set	\$975	\$1,950
1" Meter Set	\$225	\$450
2" Tap & Set	\$3,315	\$6,630
2" Meter Set	\$1,643	\$3,286
4" Sewer Tap	\$720	\$1,440

6" Sewer Tap	\$1,120	\$2,240
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†Larger connections will be billed at actual cost of materials, labor, and equipment. Deposits are required with the balance upon completion. Deposits are 50% of tap cost as proposed by the Public Works & Utilities Department.

Miscellaneous Utility Fees

	Inside City Limits	Outside City Limits
Hydrant Meter Deposit	\$900	\$1,800
Hydrant Meter Deposit (¾"-1")	\$250	\$500
Hydrant Flow Test	\$150	\$300
Meter Tampering Fee	\$100	\$200

Garbage & Recycling Collection Rates & Tipping Fees

Service	Rate	Notes
Residential Garbage	\$15.50 per month	Weekly collection
Commercial Garbage	\$5.25 per cubic yard	Fee based on pickup frequency
Special Payload Collections	\$40 per item	As called
Container	Fee	Notes
Rollout Garbage Containers	\$82 each	Residential purchase
Cardboard Container	\$30 per month	

Wastewater Industrial User Surcharges

Pollutant	Surcharge (per pound)
Ammonia (NH ₃ N)	\$0.701/lb. when concentration > 25 mg/L
Biochemical Oxygen Demand (BOD)	\$0.193/lb. when concentration > 250 mg/L
Total Suspended Solids (TSS)	\$0.198/lb. when concentration > 250 mg/L

Pollutant / Item	Fee
Sampler Setup	\$10.00/day of sampling
BOD Analysis	\$25.00/sample
TSS Analysis	\$15.00/sample
NH ₃ N Analysis	\$15.00/sample
pH Analysis	\$15.00/sample

Temperature	\$15.00/sample
Metals Analysis	\$15.00/parameter tested
Chloride Analysis	\$15.00/sample
COD Analysis	\$25.00/sample
Total Phosphorous	\$20.00/sample
Oil and Grease Analysis	\$50.00/sample

Wastewater Industrial User Monitoring Cost Recovery*

**Current monitoring fees are listed above. Frequency of fee application is dictated by individual permit. Per Article V. Sewers, Chapter 2, Division 3, 22-114, fee schedules for monitoring are established based on the reimbursement of costs incurred in operating and administering the required local pretreatment program in conjunction with 40 CFR 403. Monitoring fees are subject to change based on contract laboratory fee schedules.*

Additional fees for Significant Industrial Users include monetary penalties for specific permit violations. For a schedule of monetary penalties, refer to the City of Clinton Enforcement Response Plan.

Administrative

Service	Fee
Auditorium Rental	Up to 5 hours: \$50 More than 5 hours: \$100 \$100 refundable deposit required
Copies	\$.25 per page
Document Certification	\$3.00
Filing Fees	Mayoral: \$10 Council: \$5
Notary	\$5.00 per signature
Sunshine List	\$10 per year
First Time Taxi/ Taxi Renewal	\$60/\$20

Cemeteries

Springvale & Sandhill Cemeteries Rates & Fees

Service	Rate/Fee
Grave Plot	\$655
Mausoleum	\$805
Columbarium	\$450
Recording of Deed	\$50
Corner Marker	\$45

Finance

Service	Fee
False Alarm Response (per year)	First 3: no charge Second 3: \$50 each \$100 per additional incident
Leased Parking	\$15 per month
Off-street Parking	\$120 per year
Returned Check Fee	\$25

Fire Department

Fire Inspection Fees

Initial Inspection**	Fee
0-5,000 sq. ft.	\$50
5,001-15,000 sq. ft.	\$75
15,001-50,000 sq. ft.	\$125
50,001-100,000 sq. ft.	\$175
>100,000 sq. ft.	\$250
Service	Fee
Follow-Up	No charge
1 st Re-Inspection	\$45
2 nd Re-Inspection	\$65
3 rd Re-Inspection	\$85
Continual Noncompliance	\$100/day

***Initial inspection fees are based on the square footage of the building. The type of use determines the frequency of inspections at 1-, 2-, or 3-year intervals. For more information regarding the required fire inspection frequency, please contact the Clinton Fire Department at 910-299-4902.*

Operating Permit Fees

Operation Type	Fee
Amusement Buildings	\$30
Carnivals & Fairs	\$50
Combustible Dust Operations	\$30
Covered Mall Buildings	\$30
Exhibits & Trade Shows	\$50
Explosives	\$250
Fumigation	\$50

Liquid/ Gas Fueled Vehicles Assembly	\$50
Pyrotechnic/Special Effects	\$250
Spraying or Dipping	\$30
Temporary Membrane Structures	\$0
Tents	\$50

Special Construction Permits

Construction Type	Fee
Automatic Fire Extinguishment System	\$100
Battery System	\$50
Compressed Gas	\$50
Cryogenic Fluids	\$50
Fire Alarm & Detection Systems	\$100
Fire Pumps & Related Equipment	\$200
Flammable & Combustible Liquids	\$50
Hazardous Materials	\$100
Industrial Ovens	\$50
Private Fire Hydrants	\$50
Spraying or Dipping	\$50
Standpipe System	\$50
Temporary Structures Seating >299	\$25

Plan Reviews

Construction Type	Fee
New Commercial Construction	\$.02/sq. ft. (\$25 min)
Change of Use/Addition/Renovation	\$.01/sq. ft. (\$25 min)

Motor Vehicle & Haz-Mat Response

Service Response	Fee (per incident)
Motor Vehicle Accident- Level 1	\$475
Motor Vehicle Accident- Level 2	\$605
Motor Vehicle Accident- Level 3	\$1,800
Haz-Mat Response	\$700

Level 1 incidents require assessment of hazardous materials and scene stabilization and may include use of sorbents.

Level 2 incidents involve vehicle fires and require scene safety, fire suppression, breathing apparatuses, multiple tools, and structure protection.

Level 3 incidents include Level 1 & 2 services as well as extrications that involve the use of heavy rescue tools.

Haz-mat services include engine response, first responder assignment, perimeter establishment, evacuations, set-up, and command.

Planning & Development

Zoning Fees

Permit	Fee
New Residential Permit	\$50
New Commercial Permit	\$75
Addition, Accessory Building, Deck, etc. Permit	\$25
Moving Mobile Home onto Mobile Home Park Lot	\$30
Zoning Map	\$50
Rezoning Application	\$200

Conditional Use & Other Fees

Service	Fee
Board of Adjustment Filing Fee	\$200
Conditional Use Permit Application	\$200
Lot Mowing (each additional hour)	\$150 minimum (\$50)
Ordinance Copies	\$10
Sign Permit	\$1.00 per square foot
Subdivision Application	\$5.00 per lot or \$75 min. (whichever is greater)

City Market Rates

Service	Fee
Non-profit Organizations	\$100 min. (4 hrs.), \$25 each additional hour \$75 security deposit required
Individuals/Private Groups	\$150 min. (4 hrs.), \$25 each additional hour \$100 security deposit required
Facility Guard Fee	\$11 per hour

Police Department

Service	Fee
Reports	\$.25 per page (walk-in) \$2.00 per page (mailed)
Fingerprints	\$10
Filing False Report	\$154

Recreation & Parks

Youth Athletics Fees (Ages 17 & Under)†

Activity	City Resident	Non-Resident
Baseball, Basketball, Soccer, Softball, & Volleyball	\$10 for first child per sport \$5 each additional child/sport	\$20 for first child per sport \$10 each additional child/sport
Football	\$10 per child	\$20 per child

Adult Athletics Fees (Ages 18 & Over)†

Activity	League Fee
Soccer & Softball	\$400
Basketball	\$400
Volleyball	\$125

†Athletics refunds must be requested before the first game has been played and a receipt must be presented for a refund check to be issued. Once play has begun, we will issue credit toward another sport. That credit is good for one year from the date of issuance. Reduced additional child fees apply only for registrations for the same sport, during the same season for children residing in the same household. Further fee reduction or waivers are available to qualified families. Contact the Clinton Recreation Department at 910-299-4906 for more information.



Royal Lane Pool Fees

Activity	Children (17 & Under) & Seniors (55 & Over)	Adults (18 & Over)
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Daily Admission	\$1.00	\$2.00
Group Rates (15 or more)	\$0.50 per person	

Non-Swimmers supervising children in the pool may have entry fee waived at staff discretion.

Swimming Instruction and Class Fees

Activity	City Resident	Non-Resident	Notes
Aquatic Programming	Set Administratively		



Facility Rental Fees

Facility	City Resident	Non-Resident	Notes
Activity Room	\$50 per hour	\$75 per hour	Deposit is 1/2 total rental fee
Picnic Shelter	\$15 per hour	\$20 per hour	
Bellamy & Sampson Center Gyms	\$50 per hour	\$75 per hour	Deposit is 1/2 total rental fee. Rental is up to 8 hours.
Royal Lane Pool	\$100	\$150	2 hours 6pm-8pm Includes 2 lifeguards

Field Rental Fees

Field	City Resident	Non-resident
Baseball/Softball Fields	\$15 per hour	\$30 per hour
Multi-purpose Field	\$25 per hour	\$50 per hour
Field Marking	\$25 per field	
Park Open Space	\$10 per hour or \$100 per day	\$20 per hour or \$200 per day

Tournament & Long-term Rental Fees

Facility	Tournament	Long-term Rental
Baseball/Softball Fields	\$150 per field per day	\$50 per field per week
Multipurpose Field	\$200 per field per day	\$75 per field per week
Soccer Fields #1 & #2	\$60 per field per day	\$30 per field per week
Activity Room	N/A	\$35 per week
Gym	\$200 per weekend	\$75 per week
Royal Lane Track	N/A	\$50 per week
Tennis Courts (2 courts)	\$60 per day	\$30 per week

AMENDMENTS – BUDGET

Finance Director Kristin Stafford requested that City Council approve budget amendments to keep the general ledger balanced in various line items and to reflect expenditures more accurately. She stated that this is a “routine amendment.”

Upon a motion made by Councilmember DuBose, seconded by Councilmember Strickland, it passed unanimously to adopt the following amendment #2022.06.07:

**Budget Ordinance Amendment
Fiscal Year 2021-2022 Budget**

#2022.06.07

BE IT ORDAINED by the City Council of the City of Clinton, NC, that the following amendment be made to the Annual Budget Ordinance for the fiscal year ending June 30, 2022; amended on October 5, 2021; December 7, 2021; March 1, 2022; May 3, 2022; and June 7, 2022; is hereby amended as follows:

Section 1. To amend the Water and Sewer Fund, the expenditures are to be changed as follows:

Account #	Account Title	Increase	Decrease	Total
30-6600-9800	Transfer to Capital Reserve Fund	\$1,097,700		
<hr/> TOTAL EXPENDITURES		\$1,097,700	\$0	\$1,097,700

Section 2. To amend the Water & Sewer Fund, the revenues are to be changed as follows:

Account #	Account Title	Increase	Decrease	Total
30-3990-0000	Fund Balance appropriated	\$1,097,700		
<hr/> TOTAL REVENUES		\$1,097,700	\$0	\$1,097,700

Section 3. Copies of this budget amendment shall be furnished to the City Clerk, City Manager, and Finance Director for their direction.

EMPLOYMENT AGREEMENT -- JOB DESCRIPTION --NEW CITY MANAGER

Mayor Starling welcomed Mr. Justin Hembree, Council of Government, Executive Director. He asked Mr. Hembree to introduce Mr. J. P. Duncan, and he did so. Mr. Hembree thanked the City for allowing the Council of Government (COG) to assist in the city manager's search. Mayor Starling thanked Mr. Hembree for his service.

Mr. J. P. Duncan spoke stating that he has been the Town Manager for the Town of Robersonville, NC for approximately one year. He stated that he has five (5) years of experience in planning. Mr. Duncan stated that he was excited about coming to the City of Clinton and will start on July 25, 2022.

Mayor Starling stated that, "Our staff is the best in the business." Jokingly, Councilmember Strickland said, "Over the last forty (40) years, the city manager has lived in District 2."

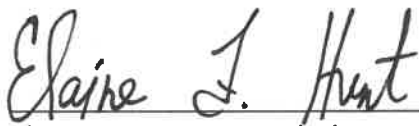
Upon a motion made by Councilmember Strickland, seconded by Councilmember Ruggles, it passed unanimously to approve the employment agreement between the City of Clinton and James P. Duncan, along with the job description for the city manager.

ADJOURNMENT

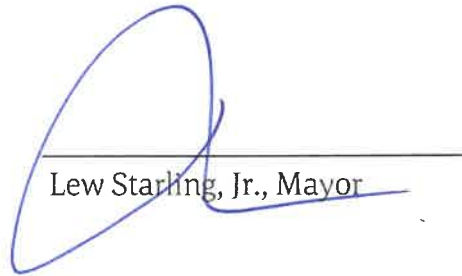
Before adjourning, it was stated that City Council would be taking pictures immediately following the meeting. Staff was welcomed to enter the training room and get better acquainted with the new city manager, James P. Duncan.

Upon a motion made by Councilmember Strickland, seconded by Mayor Pro Tem Becton, it passed unanimously to adjourn this June 21, 2022, Special City Council meeting.

Time adjourned: 6:10 PM.



Elaine F. Hunt, City Clerk, MMC, NCCMC



Lew Starling, Jr., Mayor